



TOWN OF TEWKSBURY COMMUNITY PRESERVATION COMMITTEE

Annual Meeting Minutes October 9, 2013

The meeting was called to order at 7:33 PM by Nancy Reed, Chair, at the Tewksbury Housing Authority, Saunders Circle. In attendance were Stephen Deackoff, Donna Pelczar, Thomas Churchill, Linda Brabant, Richard Montuori (late arrival), and Doug Sears. Also in attendance was Steven Sadwick, Director of Community Development, and Melissa Johnson, Recording Secretary.

Also in attendance were Warren Carey, Joan Dunlevy, and Bill Wyatt of the Historical Commission, and resident Bob Cahill.

1) **Approval of Meeting Minutes – July 10, 2013 and July 22, 2013**

Mr. Deackoff noted a correction on page 4 of the July 10, 2013 meeting minutes; the correct name is Shawsheen River Watershed Association. Mr. Churchill noted a correction on the motion for adjournment.

MOTION: Mr. Sears made the motion to approve the July 10, 2013 meeting minutes as amended; seconded by Mr. Deackoff and the motion carried 6-0.

MOTION: Mr. Deackoff made the motion to approve the July 22, 2013 meeting minutes as presented; seconded by Mr. Sears and the motion carried 6-0.

Ms. Pelczar asked if there will also be minutes from the Board of Selectmen for the July 22, 2013 joint meeting and Mr. Sears confirmed this and noted that he is not sure if they have been approved as of yet.

2) **Discussion of draft CPC Annual FY2013 Report**

Mrs. Reed noted that the draft annual report has been provided to the members for their review and input. No budget has been attached to the report. Mrs. Reed will work with Karen Kucala, Finance Director on the budget portion.

Mr. Sadwick provided the members with a copy of a listing of all of the CPA articles that were approved at town meeting and how the funds were to be spent.

7:39 p.m. Mr. Montuori arrived.

Ms. Pelczar asked if the appropriation amount and amount spent can also be included on the listing of projects. Mr. Sadwick noted that he can work on including this information.

MOTION: Mr. Sears made the motion to accept the FY2013 annual report with the addition of the project spreadsheet provided by Mr. Sadwick and to include the information on the administrative services costs; seconded by Ms. Pelczar and the motion carried 7-0

Mrs. Reed suggested taking the agenda out of order to address the items in which there are interested parties present.

3) Town Hall Discussion, Status and Next Steps

Mr. Montuori asked if everyone has received a copy of the concept plans and provided copies of the plans to those present. Mr. Montuori reviewed the plans and noted that there will be one addition on the side for an elevator and vault. Mr. Carey asked if the vault is exterior to the current building and Mr. Montuori confirmed this. All of the town's administrative offices would be moved to the town hall with the exception of the Finance Department which will remain at the Town Hall Annex. Approximately $\frac{3}{4}$ of the meeting hall will be maintained; the stage will be pushed back and there would be seating for approximately 100 people. There will also be another small meeting room to allow for two committees/boards to meet on the same evening; both meeting rooms will be equipped with cameras to be televised on the local access channel. The seating for the small meeting room is approximately 30-40 people. Mr. Montuori noted that the existing front entrance will be maintained along with the lobby. The plan is to eliminate the handicap ramp located at the front of the building and request a waiver from the handicap board as the entrance on the side is handicap accessible. In the event the waiver is denied, a small lift will be installed.

Mr. Carey noted that his feeling is the small meeting room is far below the scale of maintaining of the main hall that it should not be considered as an option.

Mrs. Reed provided Mr. Carey with a copy of the plans that were done by Jeff Cook and approved by the various boards and town meeting. Mrs. Reed will provide the Historical Commission with a copy of the plans that were done by Jeff Cook. Mr. Montuori noted that the biggest differences from this plan and the plan that was previously approved is there will now only be one addition opposed to two, and the vault size has been reduced and shifted to the addition to allow for room for the DPW administration.

Mr. Carey noted that his real concerns are the maintaining of the meeting hall, lobby and front entrance as he does not feel the building will be historically preserved if these items are not kept. Mrs. Reed noted that this issue was raised at a previous meeting and referenced the Department of Secretary of Interiors Standards for Rehabilitation and explained that the town is able to maintain and make minimal changes; there is no mandate that says this has to be

exactly the way it is currently as this is not a restoration project, it is a rehabilitation project. Mrs. Reed read the Building Committee's mission statement aloud.

Mr. Deackoff noted that he was also concerned with the auditorium as he too would like to see it maintained. Mr. Deackoff noted that he is happy with the plans currently being presented and feels this is a better option than what was previously proposed.

Mr. Sears noted that this plan has already been decided on and these types of discussions have occurred many times over the last 10 years and suggested moving on to another agenda item. Mrs. Reed noted that she would like to give the members an opportunity to provide their input.

Ms. Brabant noted that she is new to this Committee and is happy to see the auditorium being maintained.

Ms. Pelczar noted that she too was concerned with preserving the auditorium and she feels this plan does just that. Mr. Montuori explained that he tried to choose the plan that was closest to the plans that were previously approved.

Mrs. Reed opened the discussion to the public:

Ms. Dunlevy complimented the Committee on all of their hard work to getting to this point and noted that she is happy with the plans that are being presented as it preserves the auditorium.

Mr. Cahill noted that he likes the idea of all of the offices being in one location.

Mr. Carey noted that he would like to apologize to both the Committee and Jay Kelley as Mr. Kelly had sent him correspondence and requested he forward it to the CPC for their acceptance; however, Mr. Carey forgot it at home. Mr. Carey summarized the correspondence: Mr. Kelly stated that in his many years of experience as a town employee, there has been much embarrassment over the town hall and many questions asked as to why Tewksbury does not have a nice town hall and Mr. Kelly feels Tewksbury does have a nice town hall, it is just in poor condition. Mr. Carey requested the opportunity to provide this correspondence to the Committee at a future date.

Mr. Montuori requested Mr. Wyatt bring Plan H to the Historical Commission for their support.

MOTION: Mr. Sears made the motion to support Plan H for the town hall rehabilitation presented this evening; seconded by Ms. Brabant and the motion carried 7-0.

Mr. Carey thanked Mrs. Reed and the Committee for allowing him the opportunity to speak.

Mr. Montuori noted that the architect will be making a presentation to the Board of Selectmen on October 22, 2013 and the plan is to go to bid in the winter.

Mr. Carey, Ms. Dunlevy and Mr. Wyatt left the meeting and did not return.

Mrs. Reed suggested discussing the Ella Fleming School Historic Rehab project as Mr. Cahill is present to discuss this matter.

4) Ella Fleming School Historic Rehab

Mrs. Reed noted that this matter was also raised at a recent Planning Board meeting as the property is in need of mowing and cleaning up. Mrs. Reed explained that this project has been delayed as the school administration has been busy with the new high school and other projects.

Mr. Montuori explained that in order to do the project correctly an architect and engineer are needed. As a result, a bid went out this week for proposals from architects to do the design.

Mr. Cahill noted that he is concerned that this is a historical building and why it was never maintained. Mr. Cahill would like to see this project get moving and asked what will be done with the building once it has been rehabilitated. Ms. Reed explained that the school department would determine the use.

5) Review of October Town Meeting approved proposals:

Funway Park and School Playgrounds

Mr. Montuori noted that he will be meeting with a group of parents at Funway Park this Friday to discuss needs. The PAC and school staff will be involved in the needs at the school playgrounds. Mr. Montuori expects the project to move along quickly as most the vendors who install the playgrounds are on the State's bid list.

6) Brief Update on CPA projects, as needed:

a. Livingston Cemetery Fence/Recreation land transfer from the State

Mr. Montuori explained that he is still waiting for the State.

b. Planning Board Affordable Housing

There was nothing new to report.

c. Long Pond Neighborhood Outreach and Section 319 Nonpoint Source Pollution Grant Application

Mr. Sadwick noted that there may be a need to do some soil testing as DEP has expressed concerns with the rain garden design.

d. Senior Housing, Livingston Street, HUD202

Mrs. Reed noted that this project is moving along. An issue arose with National Grid as the existing electrical line was substandard and needed to be upgraded. As a result, additional funding was needed. The Board of Selectmen approved \$55,000 at their meeting last night for this purpose.

e. Tennis Courts at the High School and Athletic Field at the High School

Mr. Montuori noted that the goal is to have both the tennis courts and athletic field completed by the end of October/beginning of November.

f. Master Plan Update

Mrs. Reed noted that the Master Plan is moving along.

g. Restoration of Wamesit Indian

Mrs. Reed noted that this project has been completed.

h. Tewksbury Rail Trail Study

Mr. Montuori explained that the Bicycle & Pedestrian Advisory Committee worked hard to spend the grant funds by the end of September and continues to work on the projects. Mrs. Reed noted that the study needs to get moving along.

i. Restoration of Town Hall Records

Mr. Montuori noted that the town has contracted with Iron Mountain for the storage of the town hall records while the building is being rehabilitated. A company will be hired to clean up the moldy records and they will then be moved over to Iron Mountain for storage. Mrs. Reed asked if there is any expectation on the moldy documents. Mr. Montuori noted that there should be no problems restoring them.

7) Update on \$25M in State CPA Trust Fund contribution

Mrs. Reed noted that she is in receipt of correspondence from Stuart Saginor from the CPC Coalition that this could bring the State match to 40%.

Mr. Churchill asked if the \$25 million is community specific. Mrs. Reed explained that it is evenly distributed amongst the communities.

8) Administrative Support for the CPC, funding with CPA Administrative Funds

There was nothing new to report.

New Business

Mr. Sears noted the property located at 107 Pleasant Street (Preston Homestead), located next to the Center School, will be going up for sale. The property owners are unable to maintain the property and would like to see it go to good use as it is historical. Discussion took place on what the town could do with the property. Mrs. Reed explained that an appraisal would need to be done and could be funded with CPA funds; however, someone would need to bring the proposal forward to the Committee. Mr. Churchill noted that he will discuss this matter with the Historical Commission.

Old Business

There was no old business.

Next Meeting

The next meeting will be scheduled at the call of the Chair.

Adjournment

MOTION: Mr. Montuori made the motion to adjourn; seconded by Mr. Sears and the motion unanimously carried 7-0.

Respectfully submitted,

Approved: 1/8/14